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ABSTRACT

This manual contains basic information about the Bibliographic Instruction Section (BIS) of the Association of College and Research Libraries (ACRL). As of November 1984, BIS membership was approaching 3,000 with nearly 100 members actively involved in the section's committees. Following an introduction that describes the development of the BIS, this manual contains information on: (1) how to get involved; (2) organizational structure including an organization chart, the structure of the BIS, the relationship between BIS and ACRL, and other bibliographic instruction committees within the American Library Association (ALA); (3) procedural information including bylaws, a master calendar, required meetings, and responsibilities of officers and committees; (4) committee charges and membership lists for 18 BIS committees; (5) section activities and resources; and (6) an alphabetical listing of committee members. Appendices include three ACRL forms: Committee Volunteer Form; Budget Request Form; and Request for Payment Form; and the BIS Change of Address Form. (THC)

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BIS HANDBOOK

AN ORGANIZATIONAL MANUAL & DIRECTORY

PREPARED FOR

OFFICERS AND COMMITTEE MEMBERS OF THE

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION

BY

THE ACRL BIS COMMUNICATION COMMITTEE

DECEMBER 1985

IR051548

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Patricia L. Bril

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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INTRODUCTION

In the 1870s assistance to the reader, what has come to be known as reference service, began to be recognized as a legitimate basic function of the library. Of course, librarians had always assisted readers, but organized reference work was unknown until the last quarter of the nineteenth century. The primary concern of librarians until then had been acquisitions, cataloging, classification, and circulation. Similarly, librarians have always helped users to make effective use of the resources and facilities of libraries, but it was not until the last quarter of the twentieth century that bibliographic instruction as a separate, distinct, and respectable function of librarians was recognized.

One hundred years after the concept that perhaps readers should receive personal assistance from a librarian began to surface in library literature, the ACRL Board of Directors, at their Midwinter Meeting in 1977, approved the establishment of a Bibliographic Instruction Section, and ACRL President Connie Dunlap appointed an ad-hoc steering committee "to set up the organizational framework, to arrange for an election in the Spring of 1978, and to plan the interim activities of the Section." While the immediate impetus for the Board's action was loud clamoring at the gates, reflected in part by a recommendation from the ACRL Task Force on Bibliographic Instruction, there had been steadily increasing evidence of the need for a formal ALA structure "to support quality higher education by promoting instruction in the access, evaluation, and utilization of information resources," as Article II of the BIS Bylaws states. Between the Midwinter Meeting and the Annual Conference in 1977, a set of Bylaws was written and a document was prepared outlining the present committee structure of five standing and three ad-hoc committees, along with charges to each.

In keeping with the goals of the Steering Committee to involve as many people as possible who were interested in bibliographic instruction, the two documents were distributed to and discussed by an audience of several hundred people at the 1977 Annual Conference. The members of the Steering Committee listened carefully, and much of what was suggested at that open hearing was incorporated into the bylaws and committee structure, which were approved at the 1978 Annual Conference, with the newly elected officers presiding. By the following year, the Section had 2,400 members, making it the third largest section in ACRL.

The five standing committees (Policy and Planning, Education for Bibliographic Instruction, Continuing Education, Research, and Cooperation) have in their four years of existence developed, or are in the process of developing, a directory of library instruction clearinghouses and an annual survey of their progress; a bibliographic instruction handbook; a set of checklists for a model library instruction program; a roster of doctoral dissertations dealing with bibliographic instruction; guidelines for compiling statistics for bibliographic instruction; guidelines for evaluation of bibliographic instruction programs; a survey of bibliographic instruction contact persons and committees within library and other professional associations; a list of BIS members who have contacts with professional organizations outside libraries; a survey of instruction course offerings in graduate library school programs and a model syllabus for a library school bibliographic instruction course.

The ad-hoc planning committees have provided or are in the process of providing, a preconference in 1979, "Tools, Techniques, and Tactics: Six Workshops;" a preconference in 1981, "Premises, Problems, Promises: Views and Approaches to Bibliographic Instruction;" a program at the 1978 Annual Conference "Politics of Library Instruction;" one in 1979, on "Grantsmanship for Bibliographic Instruction," another in 1980 on "Learning Theory in Action: Applications in Bibliographic Instruction," and in 1981 a program entitled, "Will B.I. Survive the On-Line Age?" Planning committees for the 1982 Annual Conference Program and the 1983 Preconference have been appointed and are hard at work.

The ad-hoc nominating committees have given us the opportunity to elect six outstanding chairs: Sheila Laidlaw, 1978; Sharon Hogan, 1979; Sharon Rogers, 1980; Shelley Phipps, 1981; and Anne Roberts, 1982.

If I were not restricted in space, I would like to name the literally hundreds of devoted, hard-working people who have worked on all those committees; we are all indebted to them. In my case, the professional achievement of which I am proudest is chairing the original Ad-Hoc Steering Committee on Bibliographic Instruction. The Section which resulted from that committee's work is one in which we can all take pride.

Mimi Dudley
UCLA's College Library

Since 1981 when Mimi Dudley wrote the above Introduction, the Bibliographic Instruction Section has continued to expand its activities and make its presence felt within the profession. BIS membership is now approaching 3,000 with nearly 100 members actively involved in the Section's sixteen committees. These committees are currently engaged in supporting the wide range of programs and interests of the Section. A few highlights of recent years' activities have included: creation of a Bibliographic Instruction Librarian of the Year award in the name of Miriam Dudley; presentation of a BI program at the annual meeting of ALISE (Association of Library and Information Science Educators); receipt of the Jones-Howard award to recreate portions of the 1981 preconference program at regional and state association meetings; sponsorship of the Bibliographic Liaison Project which brought the concept and products of bibliographic instruction to professional associations in a wide range of disciplines; initiation of a BIS Newsletter; and submission of this manual for distribution through ERIC. Annual conference programs included: "Back to the Books: Bibliographic Instruction and the Theory of Information Sources" in 1982, "The Research Process: Implications for Bibliographic Instruction" in 1983, and "Bibliographic Instruction: A Catalyst for Change" in 1984. In the fine tradition of their predecessors, the chairs have continued to provide the Section with outstanding leadership. Those elected were: Maureen Pastine for 1983, William Miller for 1984, and Mary Reichel for 1985.

Patricia L. Bril
BIS Secretary
November 1984

HOW TO GET INVOLVED IN THE BIBLIOGRAPHIC INSTRUCTION SECTION?

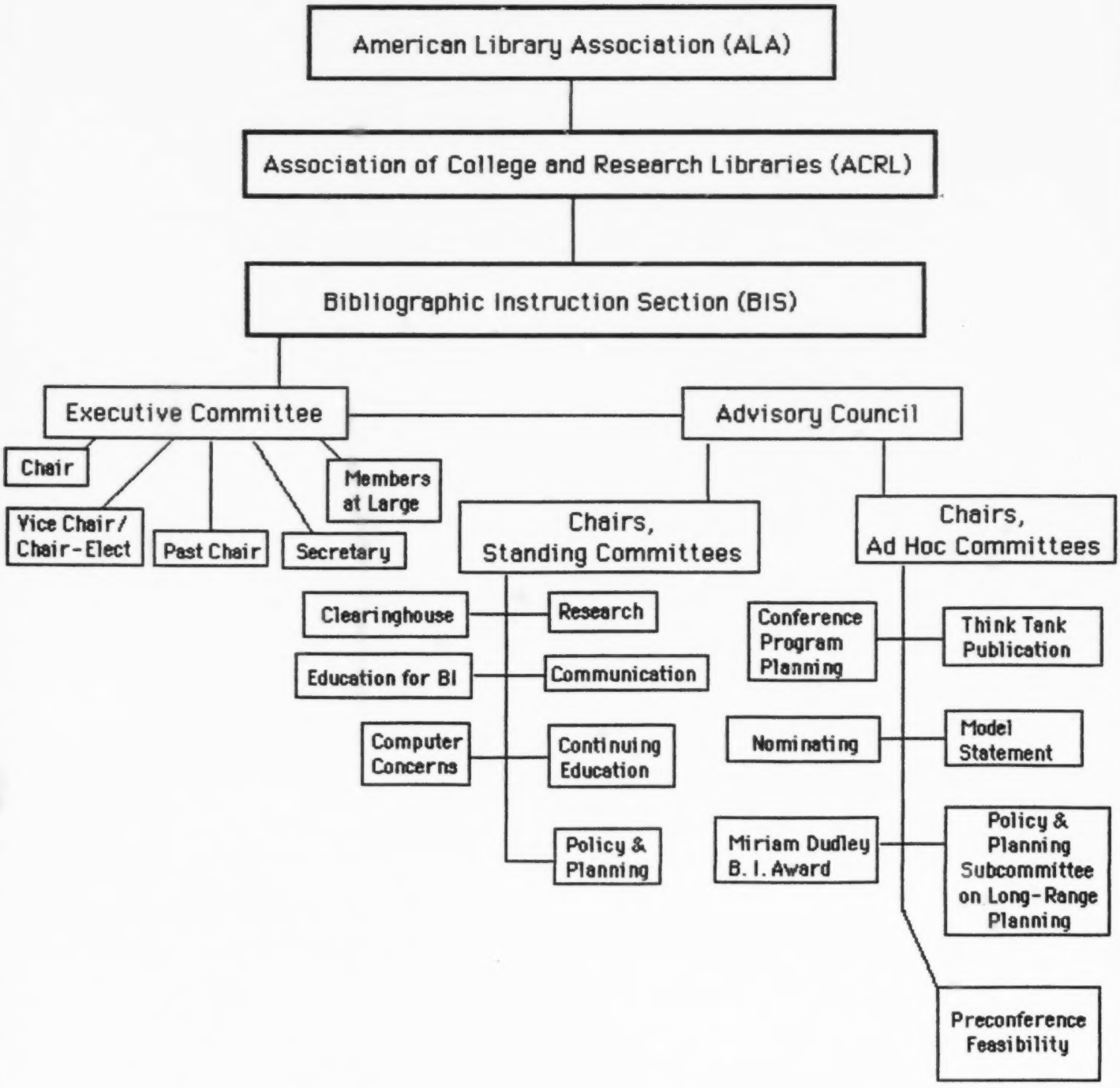
If what you read in this manual interests you and you would like to participate in BIS activities, consider the following suggestions:

1. Talk to BIS Officers and committee members in order to learn more about the Section. You may also find it useful to read some of the various publications which BIS has produced over the years. Refer to the Introduction of this manual to identify specific publications.

2. Attend BIS meetings. During ALA Midwinter, each committee as well as the Advisory Council and the Executive Committee hold regular business meetings. These are all listed in the ALA Program. Visitors are welcome to attend any of these meetings. In addition to business meetings during the Annual Conference, BIS sponsors program meetings which focus on important issues in bibliographic instruction. Also, during the Annual Conference, an orientation session is held specifically to familiarize current and prospective committee members with the full range of BIS activities.

3. Express your interest. If you wish to be considered for inclusion on any committees in ACRL, you may send a letter of interest to ACRL headquarters. If you are particularly interested in a BIS committee, you may send a letter directly to the current Vice-Chair/Chair-elect of the Section; the Vice-Chair is responsible for committee appointments (Appendix A). It is helpful if you give a brief summary of your reasons for wishing to serve on a certain committee as well as your experience and qualifications pertinent to that committee. The new Intern position on BIS Committees has allowed the Section to involve even more members on an annual basis and is especially designed for those with less extensive previous experience on professional committees. Committee composition must reflect institutional and geographic balance among the membership. However, almost all serious indications of interest result in appointments.

ORGANIZATION CHART



THE STRUCTURE OF THE BIBLIOGRAPHIC INSTRUCTION SECTION

There are eighteen active committees that form the Bibliographic Instruction Section. Some of these are standing committees (s); others are ad hoc (a):

Advisory Council (s)
Executive Committee (s)
Clearinghouse Committee (s)
Communication Committee (s)
Computer Concerns Committee (s)
Conference Program Planning Committee, New York, 1986 (a)
Conference Program Planning Committee, San Francisco, 1987 (a)
Continuing Education (s)
Education for Bibliographic Instruction (s)
Miriam Dudley B.I. Librarian Award (a)
Nominating (1986 Elections) (a)
Nominating (1987 Elections) (a)
Policy and Planning (s)
Policy and Planning--Subcommittee on Long-Range Planning (a)
Preconference Feasibility Committee (a)
Research (s)
Task Force on Model Statement of Objectives for Academic B.I. (a)
Think Tank Publication/Editorial Advisory Board (a)

Through the bylaws the Executive Committee has been given authority over the affairs of the Section. The officers of this committee are the only elected members of BIS. To aid in the election process, the Vice-Chair/Chair-elect appoints a nominating committee. This committee is charged with drawing up a slate of candidates for the positions that are coming open. The entire BIS membership is sent the slate as part of the ALA election packet distributed each spring. The elected officers begin their terms immediately after the Annual Conference.

Aside from the elected members of the Advisory Council, all other committees and their members are appointed. The committees of the Section may be authorized or discontinued by the BIS chair with the approval of the Executive Committee. The Vice Chair/Chair-elect designates the chairs for each committee or may request that a committee elect its own chair.

It has been the general policy of the Section's past and present chairs to appoint to committees members of BIS who have not previously served on committees in the Section. This means that those individuals whose terms are expiring are not automatically reappointed. The bylaws limit appointments to a maximum of two terms. This Section policy has allowed for a steady influx of new members on the committees.

Committee members are appointed to one or two-year terms unless an unexpected vacancy needs to be filled for a shorter period of time. The BIS committees' membership lists give the appointment spans for each of the members. Appointment terms are staggered to provide overlap and continuity.

In 1984-85 BIS began the practice of appointing one-year internships to each committee. These internships, which are non-renewable, are intended to

provide an opportunity for new members to become acquainted with the work of the Section.

When accepting an appointment to a committee of BIS, it is understood that the appointee is committed to attend the committee meetings at both mid-winter and annual conferences. (See separate listing for required meetings.) It is not required that committee members attend all the other BIS committee meetings, but they are urged to attend the membership and program meeting of BIS during the annual conference. Also, the opening meeting of the Advisory Council and the BIS Orientation normally held at conferences provide members with an opportunity to share information and to become acquainted with the BIS structure.

The committee chairs are responsible for organizing and running their committees. In addition, the chairs serve on the Advisory Council. This council consists of all the members of the Executive Committee and the Chairs of the standing and ad hoc committees. It is during this meeting that action items are brought up for consideration. It also serves as an information exchange.

So, in review, the standing and ad hoc committee members are responsible to the chair of their committee. The chairs, in turn, are responsible to the BIS Executive Committee. The Executive Committee is ultimately responsible to the ACRL Board of Directors.

THE BIBLIOGRAPHIC INSTRUCTION SECTION AND ACRL

The Association of College and Research Libraries (ACRL) is a Division of the American Library Association (ALA). Within ACRL there are thirteen sections. Ten sections are organized by type of activities sections and three are by type of library. The starred (*) sections are the ones by type of library.

Anthropology and Sociology Section (ANSS)
Art Section (ARTS)
Asian and African Section (AAS)
BIBLIOGRAPHIC INSTRUCTION SECTION (BIS)
*College Libraries Section (CLS)
*Community and Junior College Libraries Section (CJCLS)
Education and Behavioral Science Section (EBSS)
Law and Political Science Section (LPSS)
Rare Books and Manuscripts Section (RBMS)
Science and Technology Section (STS)
Slavic and East European Section (SEES)
*University Libraries Section (ULS)
Western European Specialists Section (WESS)

In 1981, the ACRL Board of Directors, in an effort to streamline the workings of the Board, established what was then called the Type-of-Activities Section Council and has now come to be known as the Activities Section Council. Before the establishment of this new Council each of the ACRL Section chairs served on the ACRL Board of Directors. The Activities Section Council now consists of the chair and chair-elect from each of the type-of-activities sections.

The Activities Section Council nominates two members to serve as Directors-at-large on the ACRL board. These candidates are elected at large by the ACRL membership.

In addition to the Activities Sections Council, the ACRL Budget and Finance Committee also affects the operation of BIS. It is this committee that is responsible for submitting a recommended budget to the ACRL Board of Directors. Each year, the Vice-Chair/Chair-elect of BIS is responsible for submitting the section's budget to this committee. The committee reviews and discusses the budget requests received from all the ACRL sections. All requests are not automatically approved, and the Vice-Chair/Chair-elect of BIS has had to go before the Budget and Finance Committee to defend (not always successfully) requests.

Other ACRL committees play lesser roles in the BI Section. For example, the publication voice for ACRL and its section is College and Research Libraries and College and Research Libraries News. Decisions made by the editorial boards of these publications may or may not affect an activity of BIS. In a similar vein, changes in the ACRL constitution and/or bylaws may cause major or minor changes in the operation of the section. In general, the BI Section is influenced by the overall operation of ACRL and the section must operate within the organizational parameters. All publications of the Section must be approved by the ACRL Publications Committee (The BIS Newsletter was approved in 1984).

OTHER BIBLIOGRAPHIC INSTRUCTION COMMITTEES WITHIN ALA

The Bibliographic Instruction Section is not the only group within ALA that is involved with library instruction. The following is an explanation of the purposes of these groups.

Instruction in the Use of Libraries (ALA standing committee)

"To review on a continuing basis activities within ALA on instruction in the use of libraries and to coordinate them with the activities of other agencies; to recommend activities to the appropriate units of ALA and to encourage their implementation; to coordinate these activities within the Association; to conduct studies or promote research of more than divisional concern; and to act as a clearinghouse for information on significant programs of instruction."

Library Instruction Round Table (LIRT)

"A. The purpose of LIRT is to advocate library instruction as a means of developing competent library and information use for lifelong learning. LIRT membership represents all types of libraries committed to this goal.

B. Organizational Goals:

1. To increase awareness of library instruction as an essential service and to play an active role in the development of ALA policy promoting library instruction.

2. To help practitioners develop, improve, and promote library instruction by providing practical information, skills, and tools.

3. To broaden the base of membership involvement in the activities of LIRT by attracting active members from all types of libraries.

4. To provide opportunities in which librarians from all types of libraries can share ideas about library instruction.

5. To provide support for the establishment and growth of affiliate groups.

6. To develop and to recommend standards for training professionals involved with library instruction." (Taken from proposed charge revision, 1985.)

Education Task Force. Government Documents Round Table.

"To further the mission of GODORT by providing a forum for the discussion of issues concerning the education of users and potential users of government documents. To act as a conduit for information regarding education resources in using government documents to four audiences: 1. users and potential users of documents, 2. documents librarians, 3. librarians who do not work directly or primarily with documents, 4. library school students and faculty. These

education resources may take the following forms: print or nonprint materials, bibliographies, guides, etc. To cooperate with other interested groups within GODORT and ALA on matters or projects of common concern which fall into the purview of this Task Force. To identify areas or programs for which publicity is appropriate and to suggest possible approaches at both the national and local levels."

Bibliographic Instruction for Educators. ACRL Education and Behavioral Sciences Section.

"To develop, and to state clearly, concepts of the special roles and problems of education librarians serving teacher education programs of library instruction (professional and juvenile) and instruction in searching the literature of education; to recommend to the EBSS Executive Committee possible actions for making, as education library specialists, distinctive contributions to the developing field of bibliographic instruction."

Instruction and Use Committee. ACRL Community and Junior College Libraries.

"Creates formal liaison with all other ALA units in corresponding activities; identifies and collects methods and programs of instruction and use; reports on the programs available and the libraries and media centers willing to share experience in development and use; evaluates programs in instruction and use and dissiminates findings; evaluates commercial aids for instruction and use and reports findings.

Continuing Education Committee. Association of College and Research Libraries.

"To oversee and coordinate the continuing education activities of ACRL including policies, standards, and programs and to promote coordination of CE activities among the various ACRL sections and committees."

Education Committee. Library and Information Technology Association.

"To encourage educational programs (academic, continuing education, and staff development) relating to library and information technology through such means as identifying topics where there is a need for education or orientation, bringing to the attention of the library community the need for programs, offering assistance in planning programs, publishing information about educational needs and programs, and encouraging research on educational matters in technological subjects."

Library Media Skills Instruction. (ad hoc) American Association of School Librarians.

"To plan, develop and prepare for publication a K-12 library media skills curriculum to be integrated with classroom instruction."

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION

BYLAWS

Article I. Name

The name of this organization shall be the Bibliographic Instruction Section of the Association of College and Research Libraries, a division of the American Library Association.

Article II. Object

The object of this Section shall be to support quality higher education by promoting instruction in the access, evaluation, and utilization of information resources.

Article III. Membership

Any member of the Association of College and Research Libraries may select membership in this Section.

Article IV. Meetings

Sec. 1. The regular meeting of the Section shall be held at the time and place of the annual conference of the American Library Association. Special meetings may be called by the Chair with the approval of the Executive Committee. The Section may, with the approval of the Board of Directors of the Association of College and Research Libraries, hold closed meetings or joint meetings with other sections.

Sec. 2. Fifteen members of the Section shall constitute a quorum for the transaction of business.

Sec. 3. Meetings of the Section shall be conducted in accordance with Robert's Rules of Order and these Bylaws. The Chair of the Policy and Planning Committee shall act as parliamentarian for the Section.

Article V. Officers

The officers of the Section shall be a Chair, a Vice Chair/Chair-elect, the Immediate Past Chair, and a Secretary. The officers serve one-year terms.

Article VI. Executive Committee

Sec. 1. Composition. The Executive Committee shall consist of the officers and three Members-at-Large who shall serve three-year terms which shall overlap so as to provide continuity of policy.

Sec. 2. Meetings. Regular meetings of the Executive Committee shall be held at the time and place of the annual conference and midwinter meeting of the American Library Association. Special meetings may be called at the discretion of the Chair.

Sec. 3. Powers and Duties. The main function of the Executive Committee shall be to provide direction for the attainment of the object of the Section. The Executive Committee has authority over the affairs of the

Section during the period between meetings of the Section, subject to review by the members at a meeting of the Section.

Sec. 4. Quorum. A majority of the members constitutes a quorum at any meeting of the Executive Committee.

Article VII. Advisory Council

Sec. 1. Composition. The Advisory Council shall consist of the members of the Executive Committee plus the chairs of all standing and special committees of the Section.

Sec. 2. Meetings. The Advisory Council shall meet regularly at the time and place of the annual conference and midwinter meeting of the American Library Association. Whenever possible, the Advisory Council meeting shall be scheduled following the meetings of the standing and special committees of the Section. The Secretary of the Section shall take minutes at the Advisory Council meeting.

Sec. 3. Function. The purpose of the Advisory Council is to provide a forum for reporting, discussing, and coordinating the work of the Sections's various standing and special committees.

Sec. 4. Quorum. A majority of the members constitutes a quorum at any meeting of the Advisory Council. If the chair of a standing or special committee is unable to attend the Advisory Council meeting in person, he/she is responsible for sending a knowledgeable committee member to report on the activities of that committee.

Article VIII. Committees

Sec. 1. Authorization and discontinuance. Committees of the Section may be authorized or discontinued by the Chair with the approval of the Executive Committee.

Sec. 2. Standing Committees. Standing committees may be established to consider matters of the Section that require continuity of attention by the members. When such a committee is established, its function, name, and size shall be determined. Unless otherwise approved by the Executive Committee, members of standing committees shall be appointed for terms of two years and may be reappointed for a second but not a third consecutive term; in no case shall a person serve on a committee for more than four consecutive years. Appointments shall be made in such a manner as to provide continuity in membership.

Sec. 3. Special Committees. Special (ad hoc) committees may be established at any time for the performance of a particular assignment. No such committee may be continued beyond two years without review and reapproval by the Executive Committee.

Sec. 4. Appointments. The Vice Chair/Chair-elect shall appoint committee members to fill the vacancies due to occur during his/her term as chair. He/she may request each committee to elect its own chair or may name the chair of each committee.

Sec. 5. Reporting. Committee chairs shall report to the Executive Committee at the Advisory Council meeting held at each annual conference and midwinter meeting of the American Library Association.

Article IX. Nominations and Elections

Sec. 1. Nominating Committee. The Vice-Chair/Chair-elect shall appoint a Nominating Committee of at least three personal members of the Section, one of whom shall serve as chair of the committee. This committee shall prepare a slate of at least two nominees for each of the offices of Vice Chair/Chair-elect, Secretary, and Member-at-Large.

Sec. 2. Additional Nominations. Additional nominations may be made by petition signed by no fewer than twenty personal members of the Section and filed with the Executive Secretary of the Association of College and Research Libraries at least three months prior to the date on which ballots are to be mailed.

Sec. 3. Nominees. All nominees for office shall be personal members of the Section and shall have consented in writing to their candidacies.

Sec. 4. Elections. Elections shall be by mail vote. The candidate receiving the largest number of votes shall be elected.

Article X. Vacancies

A vacancy in the office of Chair shall be filled, for the remainder of the term, by the Vice Chair/Chair-elect. This succession shall not prevent a person who succeeds to the office of Chair because of a vacancy from serving his/her normal term as Chair the next year. If vacancies occur in the offices of Chair and Vice Chair/Chair-elect within the same term, the Executive Committee shall elect as Chair, for the remainder of the term, one of the members of the Executive Committee. Any or all of these vacancies shall be filled by election at the next regular election after the vacancies occur.

Article XI. Amendments

Sec. 1. Proposals. Proposals for amending the bylaws may be made by any committee of the Section or by petition signed by twenty personal members of the Section and shall be presented in writing to the chair.

Sec. 2. Voting. Bylaws may be amended by a two-thirds vote of the members of the Section attending a regular meeting of the Section casting ballots in a mail vote.

First Adopted: Chicago, June 27, 1978
Revisions adopted.

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION
MASTER CALENDAR*

Date	Officer/Committee	Activity
January (MID-WINTER CONFERENCE)	Chair	1. Chair BIS Advisory Council Meetings 2. Chair BIS Executive Committee Meetings 3. Attend BIS Committee Meetings 4. Attend ACRL Board of Directors Meetings
	Vice-Chair/Chair-Elect	1. Attend BIS Advisory Council, Executive Committee, BIS Committee Meetings 2. Defend budget at ACRL Budget and Finance Committee Meeting 3. Attend Activity Section Council Meeting
	Secretary	1. Record minutes of BIS Advisory Council and Executive Committee Meetings 2. Attend Communication Committee Meetings
	Member-at-Large	1. Attend Advisory Council and Executive Committee Meetings 2. Attend as many committee meetings as possible 3. Attend Orientation meeting and report on its activities
Mid-January	Secretary	Submit report of all BIS meetings to ACRL Office, BIS Chair and Vice-Chair. Additional copies sent to Committee chairs and newsletter editor
January - February	Vice-Chair	Appoint Committees
February 1 (deadline)	Nominating Committee Chair	Slate of nominees submitted to ACRL office
March 1 (deadline)	Vice-Chair	Notify ACRL Office of committee appointments
March/April	Chair	BIS Dinner 1. Schedule dinner 2. Send time, name, location to ALA Conference Arrangements Office 3. Notify membership through newsletter

*NOTE: Please refer to handbook section on Responsibilities of Officers and Committees and Committee Charges for additional information.

Date	Officer/Committee	Activity
April	Chair	Request agenda items for annual conference meetings (Advisory Council and Executive Committee) from appropriate committee chairs, members and officers
Mid-April (deadline)	Officers & members	Submission of articles to BIS Newsletter
May	Chair	Submit agenda items to ACRL Executive Board
June/July (ANNUAL CONFERENCE)	Chair	1. Chair BIS Advisory Council Meetings 2. Chair BIS Executive Committee Meetings 3. Attend BIS committee meetings 4. Attend ACRL Board of Directors Meetings
	Vice-Chair	1. Attend BIS Advisory Council, Executive Committee, BIS committee meetings 2. Attend Activity Section Council meeting
	Secretary	1. Record minutes of BIS Advisory Council and Executive Committee meetings 2. Attend Communication Committee meeting
	Member-at-Large	1. Attend Advisory Council & Executive Committee Meetings 2. Attend as many committee meetings as possible 3. Attend Orientation meeting and report on its activities
July	Vice-Chair	Appoint Nominating Committee; appoint Program Committee
	Immediate Past Chair	Ensure committee chairs submit budget requests for reimbursement
Mid-July	Secretary	Submit report of all BIS committee meetings to ACRL Office, BIS Chair and Vice-Chair. Additional copies sent to committee chairs and newsletter editor
July-August	Vice-Chair	Solicit budget requests from committee chairs (send budget sheets and guidelines)
Summer/Fall	Nominating Committee Chair	1. Solicit nominations for offices by writing to C&RL News, BIS officers, committee chairs 2. Obtain list of BIS members from ACRL Vice Chair/Chair Elect or ACRL office
August 1 (deadline)	Vice-Chair	Notify ACRL Office of Nominating and Program Committee membership

Date	Officer	Activity
August 15 (deadline)	Immediate Past Chair	Submit reimbursement requests to ACRL Office
September 1 (deadline)	Vice-Chair	Submit proposed committee budgets to ACRL Office
September-October (BIS DINNER)	Chair	1. Schedule dinner 2. Send time, name, location, to ALA 3. Notify membership through newsletter
Early October (deadline)	Officers & members	Submission of articles to BIS Newsletter
October	Chair	1. Arrange meeting schedules for Midwinter and Annual Conferences 2. Send BIS Advisory Council and ACRL Office copies of meeting schedules
November	Chair	Request agenda items for Midwinter Conference meetings (Advisory Council and Executive Committee) from appropriate committee chairs, members and officers
December	Chair	Submit agenda items to ACRL Executive Board

REQUIRED MEETINGS

When accepting an appointment to a Bibliographic Instruction Section committee, it is understood that the appointee is committed to attend both the Midwinter and Annual Conferences. The following is a list of the meetings for the next two years:

APPOINTEES, 1985/86 — Term begins after Annual Conference, Chicago, 1985, and ends after Annual Conference, New York, 1986.

MUST ATTEND COMMITTEE MEETINGS AT:

Midwinter in Chigago, January 18-23, 1986
Annual Conference in New York, June 28-July 3, 1986

APPOINTEES, 1985/87 — Term begins after Annual Conference, Chicago, 1985, and ends after Annual Conference, San Francisco, 1987.

MUST ATTEND COMMITTEE MEETINGS AT:

Midwinter in Chicago, January 18-23, 1986
Annual Conference in New York, June 28-July 3, 1986
Midwinter in Chicago, January 17-22, 1987
Annual Conference in San Francisco, June 27-July 2, 1987

RESPONSIBILITIES OF ACRL BIS OFFICERS AND COMMITTEES*

In addition to specific responsibilities outlined below, each participant in the work of the Bibliographic Instruction Section is encouraged to engage in the following activities:

ALL:

Contribute appropriate agenda items to Advisory Council or Executive Committee.
Monitor handbook for potential changes, additions, corrections, deletions to charges, responsibilities, bylaws, addresses, etc.
Submit news or other items to newsletter.
Attend specific BIS or other meetings at request of fellow officers or chairs.

OFFICERS:

CHAIR:

Submit meeting schedule requests to ALA Conference Arrangements Office.
Coordinate or delegate coordination for BIS dinner.
Participate in BIS Orientation Sessions.
Submit agenda items to ACRL Board of Directors (see ACRL Policy & Planning Procedures Manual for appropriate method of submission).
Attend ACRL Board of Directors Meetings as well as other appropriate ACRL/ALA Meetings.
Prepare and distribute agendas for Advisory Meetings, Council and Executive Committee Meetings.
Conduct Advisory Council and Executive Committee Meetings.
Appoint ad hoc BIS Committees as necessary.
Monitor all BIS projects via committee minutes and personal contact.
Serve on Miriam Dudley Bibliographic Instruction Librarian of the Year Award Committee.

VICE-CHAIR/CHAIR-ELECT:

Appoint all committee members based upon existing vacancies; ACRL Office will provide a list of committee members and their status; Nominating and Conference Program Planning Committees should be appointed by August 1 (all other nominations by March 1). Appointments should provide for balanced representation in terms of gender, geography, experience, institutional affiliation; generally appointments are for two years with possible two year reappointments. Interns cannot have previously served on a BIS committee and are appointed to one-year non-renewable positions; however, they may be appointed subsequently to any BIS committee as a regular member.
Receive copies of all new committee member acceptance or reappointment forms and assure that this information is also forwarded to the ACRL

*NOTE: Please refer to Master Calendar and Committee Charges for additional information.

VICE-CHAIR/CHAIR-ELECT (CONT.):

Office, BIS Communication Committee Chair, and other appropriate individuals.
Solicit and submit section budget requests to ACRL Budget and Finance Committee at Midwinter.
Serve on ACRL Activity Section Council.
Serve on ACRL Program Planning Committee.

PAST CHAIR:

Serve on ACRL Nominating and Appointments Committee.
Chair Miriam Dudley Bibliographic Instruction Librarian of the Year Award Committee.
Ensure committee chairs submit budget requests for reinmbursement.

SECRETARY:

Record, prepare and distribute minutes of all Advisory Council and Executive Committee Meetings, indicating names of all attendees and substance of discussion/actions/announcements. Distribution includes all members of Advisory Council and ACRL Office.
Solicit, and maintain for archival purposes, copies of minutes and other relevant correspondence from all BIS committees.
Engage in Section correspondence with ACRL or other agencies as appropriate on behalf of Section.
Assume position of Chair of Communication Committee upon completion of term as Secretary.

MEMBERS-AT-LARGE:

All: Attend Advisory Council and Executive Committee Meetings; attend as many other BIS meetings as possible in order to understand and, therefore, represent overall concerns of Sections.

1st Year: Serve as BIS representative to ACRL Board of Directors and as such attend their meetings.

2nd Year: Serve as BIS representative to ALA Instruction in the Use of Libraries committee and as such attend their meetings.

3rd Year: Serve as BIS liaison with the Library Instruction Round Table (LIRT) and as such attend their meetings.

COMMITTEES:

COMMITTEE CHAIRS:

General Activities:

Recommend to Vice-Chair/Chair-Elect on prospective committee appointments and/or reappointments.
Recommend appropriate committee meeting schedule.
Establish agenda and conduct committee meetings; review minutes taken by intern.

COMMITTEE CHAIRS:

General Activities (Cont.):

Communicate with all committee members and intern, via mail or telephone, regarding on-going committee business as necessary between conferences.
Prepare and submit budget requests to Vice-Chair/Chair-Elect; approve and submit reimbursement forms for all committee expenditures.
Attend Advisory Council Meetings and Orientation Sessions and report as appropriate.
Attend Executive Committee Meetings as appropriate.
Establish and maintain appropriate timetables for accomplishment of projects, tasks, etc.

Specific Activities

Each committee, because of its unique purpose and charge, will accumulate and share with subsequent members of the committee, any relevant historical information regarding committee processes and on-going as well as past activities. Insofar as possible information of historical value should be submitted in written form to the BIS Secretary for preservation in the ACRL BIS Archives.
In addition to the above, Chairs of the following Committees must assume specific responsibilities outlined below:

Communication

Update handbook on annual basis and distribute to all BIS Officers and Committee members.
Coordinate with Executive Committee any BIS press releases to publications such as C&RL News, Cognotes, etc.
Assist newsletter editor in gathering information by providing for liaisons with each BIS committee.
Remind committee chairs to send copies of previous minutes and other relevant information to new committee members immediately following their initial appointment.
Provide for planning and organization of all BIS Orientation sessions.

Conference Program Planning

Secure written agreements from speakers or other participants regarding expectations for program content, etc.
Arrange for speakers' unique needs, e.g., audio-visual equipment.
Compile pertinent bibliographies or other handouts to accompany programs.
Prepare program evaluation materials; share results with Executive Committee and subsequent Conference Program Planning Committees.

Nominating

Obtain list of all ACRL BIS members for the ACRL Office.
Solicit nomination suggestions from BIS Officers, Committee chairs, and other appropriate groups or individuals.
Prepare a slate of at least two nominees for each of the following offices: Vice-Chair/Chair-Elect
Secretary
Member-at-Large
Submit slate to ACRL office no later than March 1.
Maintain list of past and potential nominees.

COMMITTEE MEMBERS

Attend BIS Orientation session at commencement of term of committee service.
Submit agenda items to Chair for meetings.
Participate in all meetings of committee.
Communicate as needed with Chair and other members between meetings regarding concerns.
Assume primary responsibility for certain activities or projects as appropriate.

INTERNS

Take minutes of committee meetings and submit to Chair and/or other members for review.
Assume other assignments as determined by needs of individual committees.

ALA/ACRL BIBLIOGRAPHIC INSTRUCTION SECTION CHART, 1985/86

Officers (Elected):

CHAIR (1985/86)_____ Mary Reichel
VICE CHAIR/CHAIR-ELECT (1986/87)_____ Betsy Baker
PAST CHAIR (1985/86)_____ William Miller
SECRETARY (1985/86)_____ Kathleen L. Coleman

Executive Committee (Elected):

OFFICERS, see above

MEMBERS-AT-LARGE:

1983-86_____ Barbara Wittkopf
1984-87_____ Carolyn Dusenbury
1985-88_____ Cerise Oberman

Advisory Council:

MEMBERS OF EXECUTIVE COMMITTEE, see above

STANDING COMMITTEE CHAIRS (Appointed):

Clearinghouse (1985-86)_____ Lynn E. Randall
Communication (1985-86)_____ Patricia L. Bril
Computer Concerns (1985-86)_____ David N. King
Continuing Education (1985-86)_____ Karen Williams
Education for B.I. (1985-86)_____ Jill Fatzer
Policy and Planning (1985-86)_____ Ellen Broidy
Research (1985-86)_____ John W. Collins

AD HOC COMMITTEE CHAIRS (Appointed):

Conference Program Planning--1986 (2 years)_____ Claudette Hagle
Conference Program Planning--1987 (2 years)_____ Melanie Dodson
Miriam Dudley B.I. Librarian Award (1985-86)_____ Maureen Pastine
Nominating--1986 (2 years)_____ Don Kenney
Nominating--1987 (2 years)_____ Mary Ellen Larson
Policy and Planning--Subcommittee on
Long-Range Planning_____ William Miller
Preconference Feasibility Committee_____ Judy Reynolds
Task Force on Model Statement of Objectives
for Academic B.I. (1985-86)_____ Lori Arp
Think Tank Publication/Editorial Advisory Board
(life of the committee)_____ Constance A. Mellon

EX OFFICIO:

Project LOEX_____ Carolyn A. Kirkendall

BIBLIOGRAPHIC INSTRUCTION SECTION (BIS)

To develop programs, both at ALA conferences and elsewhere, which meet membership needs and which explore the scope, nature, and problems of operating bibliographic instruction programs in academic libraries; to develop policy statements on bibliographic instruction as part of academic and resarch library services; to cooperate with Project LOEX, the national clearinghouse on academic bibliographic instruction; to explore methods of evaluating existing bibliographic instruction programs and materials and to suggest and promote needed research; and to cooperate with the ALA Instruction in the Use of Libraries Committee and other groups in areas of mutual interest.

EXECUTIVE COMMITTEE 1985-86

CHAIR:	REICHEL, Mary, Head, Reference Department, Pullen Library, Georgia State University, 100 Decatur Street, S.E., Atlanta, GA 30303, (404) 658-2185. (Miriam Dudley Award; Think Tank Publication/Editorial Advisory Board)
VICE CHAIR/ CHAIR-ELECT:	BAKER, Betsy, Bibliographic Instruction Services Librarian, Northwestern University, Evanston, IL 60201, (312) 492-7656. (Communication)
PAST CHAIR:	MILLER, William, Acting Dean of Libraries, Dean's Office, Jerome Library, Bowling Green State University, Bowling Green, OH 43403, (419) 372-2856. (Chair, Miriam Dudley Award; Chair, Policy and Planning Subcommittee)
SECRETARY:	COLEMAN, Kathleen L., San Diego State University Library (619) 265-5148. (Communication, Miriam Dudley Award)
MEMBER-AT-LARGE, 1983-86	WITTKOPF, Barbara J., University Librarian, Department of Reference & Bibliography, 114 Library West, University of Florida Libraries, Gainesville, FL 32611, (904) 392-0361. (Education for B.I.)
MEMBER-AT-LARGE, 1984-87	DUSENBURY, Carolyn, Head, Reference Services, 1100 Hayden Library, Arizona State University, Tempe, AZ 85287, (602) 965-5167. (Policy and Planning Subcommittee)
MEMBER-AT-LARGE 1985-88	OBERMAN, Cerise, Reference & Research Services, Walter Library, University of Minnesota, Minneapolis, MN 55455, (612) 373-2826.

BIBLIOGRAPHIC INSTRUCTION SECTION

ADVISORY COUNCIL, 1985-86

Composed of the Executive Committee and chair of each BIS committee; to provide coordination of section activities, communication between committees, and advice to the Executive Committee.

CHAIR:

REICHEL, Mary, Head, Reference Department, Pullen Library, Georgia State University, 100 Decatur St., S.E., Atlanta, GA 30303, (404) 658-2185. (Miriam Dudley Award; Think Tank Publication/ Editorial Advisory Board)

MEMBERS:

ARP, Lori, Auraria Library, Lawrence at 11th Street, Denver, CO 80204. (Chair, Model Statement)

BAKER, Betsy, Bibliographic Instruction Services Librarian, Northwestern University, Evanston, IL 60201, (312) 492-7656. (BIS Vice-Chair/ Chair-Elect; Communication)

BRIL, Patricia L., Collection Development Officer, California State University, Fullerton, P.O. Box 4150, Fullerton, CA 92634, (714) 773-3852. (Chair, Communication Committee)

BROIDY, Ellen, Coordinator of Library Education Services, General Library, University of California, P.O. Box 19557, Irvine, CA 92714, (714) 856-6443. (Chair, Policy and Planning; Policy and Planning Subcommittee)

COLEMAN, Kathleen L., San Diego State University Library, (619) 265-5148. (BIS Secretary; Communication; Miriam Dudley Award)

COLLINS, John W. Graduate School of Education, Gutman Library, Harvard University, 6 Appian Way, Cambridge, MA 02138. (Chair, Research)

DODSON, Melanie, Reference Librarian, New York University, Elmer Holmes Bobst Library, 70 Washington Square South, New York, NY 10012, (212) 598-7515. (Chair, Conference Program Planning--1987; Computer Concerns)

DUSENBURY, Carolyn, Head, Reference Services, 110 Hayden Library, Arizona State University, Tempe, AZ 85287, (602) 965-5167. (Member-at-Large; Policy and Planning Subcommittee)

FATZER, Jill, Assistant Director for Main Library Public Services, Ohio State University Library, 1858 Neil Ave., Columbus, OH 43210, (614) 422-6151. (Chair, Education for BI)

BIBLIOGRAPHIC INSTRUCTION SECTION

ADVISORY COUNCIL, 1985-86

HAGLE, Claudette, Director of Public Services, University of Dallas Library, Irving, TX 75062-4799, (214) 271-5350. (Chair, Conference Program Planning--1986)

KENNEY, Donald J., Head, General Reference Department, University Libraries, Virginia Polytechnic Institute, Blacksburg, VA 24060, (703) 961-5069 or 961-6170. (Chair, Nominating--1986; Policy and Planning; Think Tank Publication/Editorial Research Board; Preconference Feasibility)

KING, David N., Graduate School of Library and Information Science, 1407 W. Gregory Drive, University of Illinois at Urbana-Champaign, Urbana, IL 61801-3680, (217) 333-2306. (Chair, Computer Concerns)

KIRKENDALL, Carolyn, Director, LOEX Clearinghouse, Eastern Michigan University, Ypsilanti, MI 48197, (313) 487-0168. (Project LOEX; Nominating, 1987)

LARSON, Mary Ellen, Senior Assistant Librarian; General Reference Section, E108 Pattee Library, Pennsylvania State University, University Park, PA 16802, (814) 863-2898. (Chair, Nominating, 1987; Nominating, 1986; Education for B.I.)

MELLON, Constance A., Department of Library Science, East Carolina University, Greenville, NC 27834, (919) 757-6621. (Chair, Think Tank Publication/Editorial Advisory Board)

MILLER, William, Acting Dean of Libraries, Dean's Office, Jerome Library, Bowling Green State University, Bowling Green, OH 43403, (419) 372-2856. (BIS Past Chair; Chair, Miriam Dudley Award; Chair, Policy and Planning Subcommittee)

PASTINE, Maureen D., University Librarian, Clark Library, One Washington Square, San Jose State University, San Jose, CA 95192, (408) 277-3377. (Past Chair, BIS; Think Tank Publication/Editorial Advisory Board)

OBERMAN, Cerise, Head, Reference & Research Services, Walter Library University of Minnesota, Minneapolis, MN 55455, (612) 373-2826. (Member-at-Large)

RANDALL, Lynn E., Director of the Library, The Berkeley School, Garrett Mountain Campus, Drawer F, Little Falls, NJ 07424, (201) 278-5400, ext. 25. (Chair, Clearinghouse; Communication; Preconference Feasibility)

REYNOLDS, Judy, San Jose State University Library, (408) 277-3903. (Chair, Preconference Feasibility)

BIBLIOGRAPHIC INSTRUCTION SECTION

ADVISORY COUNCIL, 1985-86

WILLIAMS, Karen, Assistant Library Instruction Librarian, University of Arizona, (602) 621-6414. (Chair, Continuing Education)

WITTKOPF, Barbara J., Reference Librarian, Department of Reference & Bibliography, 114 Library West, University of Florida Libraries, Gainesville, FL 32611, (904) 392-0361. (Member-at-Large; Education for B.I.)

BIBLIOGRAPHIC INSTRUCTION SECTION

CLEARINGHOUSE (STANDING COMMITTEE), 1985-86

To promote the exchange of ideas and activities concerned with bibliographic instruction among bibliographic instruction clearinghouses of all types; to prepare an annual directory of bibliographic instruction clearinghouses; to promote cooperation among bibliographic instruction clearinghouses, including exchanges of material; and to provide a forum for reporting on the activities of individual clearinghouses at the ALA Conference and Midwinter Meetings.

CHAIR, 1985-86:

RANDALL, Lynn E., Director of the Library, The Berkeley School, Garrett Mountain Campus, Drawer F, Little Falls, NJ 07424, (201) 278-5400, Ext. 25.

MEMBERS:

1984-86:

ARIEL, Joan, Associate Librarian, University Library, P.O. Box 19557, University of California, Irvine, CA 92713, (714) 856-6970.

MARGUTTI, Elizabeth, Public Services Librarian, Clemens Library, University of Virginia, Charlottesville, VA 22901, (804) 924-3115.

SIBLEY, Elizabeth A., Reference Library, Moffitt Library, University of California, Berkeley, CA 94720, (415) 642-5070.

1985-87:

BARBOUR, Wendell, Library Director, Christopher Newport College, (804) 599-7130.

McCARTHY, Constance, Assistant Head, Reference, Northwestern University, (312) 491-2169.

MCCULLEY, Lucretia, Reference Librarian, Hodges Library, University of Tennessee, Knoxville, TN 37916, (615) 974-5011.

VAN ORSDOL, Mary, Humanities Reference Librarian, University of California, Irvine, Irvine, CA, (714) 856-6443.

INTERN:

LOWENTHAL, Ralph A., Instructor, Ohio State University, (614) 422-6176.

BIBLIOGRAPHIC INSTRUCTION SECTION

COMMUNICATION (AD HOC COMMITTEE), 1985-86

To facilitate communication of information about the Section and its activities to members through a newsletter; to produce annually a handbook as a resource for officers and committee members; to conduct regular orientation activities for prospective or new committee members; and to pursue other appropriate channels of communication outside as well as within the Section.

CHAIR, 1985-86:

BRIL, Patricia L., Chair, Collection Development Officer, Library, California State University, P.O. Box 4150, Fullerton, CA 92634, (714) 773-3852.

MEMBERS:

1984-86:

ARNOTT, Patricia D., Coordinator of Bibliographic Instruction, Library, Universitya of Delaware, Neward, DE 19717-5267, (302) 451-2965.

HENSLEY, Randall B., Bibliographic Instruction Coordinator, Odegaard Undergraduate Library, University ofWashington, Seattle, WA 98195, (206) 543-2060.

RANDALL, Lynn E., Director of the Library, The Berkeley School, Garrett Mountain Campus, Drawer F, Little Falls, NJ 07424, (201) 278-5400.

ROSE, Robert F., Sr. Assistant Librarian, Library--General Reference, San Diego State University, San Diego, CA 92182-0511, (619) 265-5954.

SAGER, Rochelle, Associate Dean for Public Services, Adelphi University, Swirbul Library, Garden City, Long Island, NY 11530, (516) 663-1032.

SNAVELY, Loanne, Reference Librarian, Ellen Clark Bertrand Library, Bucknell University, Lewsisburg, PA 17837, (717) 524-1462. (Newsletter Editor)

ZAPOROZHETZ, Laurene E., Jerome Library, Bowling Green State University, Bowling Green, OH 43403.

1985-87:

HART, James W., Reference Instruction Librarian, Central Library, University of Cincinnati, (513) 475-2411.

SNYDER, Lise, Reference/Instruction Librarian, College Library, University of California, Los Angeles, (213) 825-2138.

BIBLIOGRAPHIC INSTRUCTION SECTION

COMMUNICATION (AD HOC COMMITTEE), 1985-86

INTERN:

WERNER, Leslie, Media Services Librarian, Christopher Newport College, (804) 599-7248, 7136.

MEMBERS EX-OFFICIO:

BAKER, Betsy, Bibliographic Instruction SErvices Librarian, Northwestern University, Evanston, IL 60201, (312) 492-7656. (Past Secretary)

COLEMAN, Kathleen L., San Diego State University Library (619) 265-5148. (Present Secretary)

BIBLIOGRAPHIC INSTRUCTION SECTION

COMPUTER CONCERNS (STANDING COMMITTEE), 1985-86

CHAIR, 1985-86:

KING, David N.,Graduate School of Library and Information Science, 1407 W. Gregory Drive, University of Illinois at Urbana-Champaign, Urbana, IL 61801-3680, (217) 333-2306.

MEMBERS:

1984-86:

BRADIGAN, Pamela S., Reference Librarian, Assistant Professor, Ohio State University Libraries, 1858 Neil Ave. Mall, Columbus, OH 43210, (614) 422-617.

DeDONATO, Ree, Head, General and Humanities Reference, New York University--Bobst Library, New York, NY 10012, (212) 777-2360.

DODSON, Melanie, lAssistant Head, Social Sciences Center, New York University--Bobst Library, 70 Washington Square South, New York, NY 10012, (212) 598-7515.

ENGELBRECHT, Pamela, Assistant General Reference Librarian, Newman Library Virginia Tech, Blacksburg, VA 24061, (703) 961-5069.

NASLUND, Cheryl T., Reference Librarian, Kresge Library, Dartmouth College, Hanover, NH 03755, (603) 646-3564.

1985-87:

ALLEN, Nancy, Assistant Director for Public Services, 134 Purdy Library, Wayne State University, Detroit, MI 48202, (313) 577-4033.

ARNOTT, Patricia D., Coordinator, Bibliographic Instruction, University of Delaware Library, Newark, DE 19717-5267, (302) 451-2965.

HAMILTON, Dennis Clark, Cataloging Department, University of California, Santa Barbara, Santa Barbara, CA, (805) 961-3671.

HOGAN, Eddy, Assistant Librarian, General Reference Department, Main Library, University of California, Berkeley, Berkeley, CA 94720.

MADER, Sharon B., Information Retrieval Librarian, Reference Department Memphis State University Libraries, (901) 454-2208.

INTERN, 1985-86:

O'HANLON, Nancy, Reference Librarian, OSU Undergraduate Library, Ohio State University, (614) 422-2075 or 422-4496.

BIBLIOGRAPHIC INSTRUCTION SECTION

COMPUTER CONCERNS (STANDING COMMITTEE), 1985-86

Liaison to MARS/RASD Direct Access to Patrons Committee, 1984-86:

CHISMAN, Janet, Head, Science Library, Math SCI 308, Science Library, Bowling Green State University, Bowling Green, OH 43403, (419) 372-2591.

BIBLIOGRAPHIC INSTRUCTION SECTION

CONFERENCE PROGRAM PLANNING, NEW YORK, 1986 (AD HOC COMMITTEE)

CHAIR:

HAGLE, Claudette, Director of Public Services, University of Dallas Library, Irving, TX 75062-4799, (214) 271-5350.

MEMBERS:

DAVIS, Louella, Bibliographic Instruction Coordinator, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322, (404) 329-6875

GREENFIELD, Louise, Library Instruction Librarian, Main Library, University of Arizona, Tucson, AZ 85721, (602) 621-6413.

HAIGH, Agnes, Reference Librarian, Michigan State University Libraries, (517) 353-8816.

TEGLER, Patricia, Computer Search Coordinator, Reference Department, Library Box 8198, University of Illinois at Chicago, Chicago, IL 60680, (312) 996-2728.

WRIGHT, JOYCE Crawford, Undergraduate Library, University of Illinois, (217) 333-1031.

INTERN, 1985-86:

WOOLPY, Sarah J., Science Librarian, Wildman Science Library, Earlham College, Richmond, IN 47374, (317) 962-6561, Ext. 245.

BIBLIOGRAPHIC INSTRUCTION SECTION

CONFERENCE PROGRAM PLANNING, SAN FRANCISCO, 1987, (AD HOC COMMITTEE)

CHAIR:

DODSON, Melanie, Assistant Head, Social Sciences Center, New York University--Bobst Library, 70 Washington Square South, New York, NY 10012, (212) 598-7515.

MEMBERS:

COURTOIS, Martin, Head, Reference Department, University Library, Illinois Institute of Technology, 3300 S. Federal Street, Chicago, IL 60616, (312) 567-3355.

CUBBAGE, Charlotte, Management Reference Librarian, Northwestern University Library, Evanston, IL 60201, (312) 491-2889 or 491-7656.

SAGER, Harvey M., Instructional Services Librarian, Arizona State University Libraries, Tempe, Arizona 85287, (602) 965-3518.

SANDORE, Beth, Reference Librarian, Illinois Institute of Technology, 3300 S. Federal Street, Chicago, IL 60616, (312) 567-3355.

BIBLIOGRAPHIC INSTRUCTION SECTION

CONTINUING EDUCATION (STANDING COMMITTEE), 1985-86

To study and review the educational needs of librarians working in the area of bibliographic instruction; to gather and disseminate to the Executive Committee information about continuing education in the field of academic bibliographic instruction; to suggest and encourage opportunities for continuing education in academic bibliographic instruction; to provide for continuing education in the area of academic bibliographic instruction; to cooperate with the ACRL Continuing Education Committee; and to assist ACRL chapters, upon request, in developing programs on academic bibliographic instruction.

CHAIR, 1985-86:

WILLIAMS, Karen, Assistant Library Instruction Librarian, University of Arizona, (602) 621-6414.

MEMBERS:

1984-86:

CELONE, Barbara, Cubberly Education Library, Stanford University Library, Stanford, CA 94305.

GRATCH, Bonnie, User Education Coordinator, Jerome Library, Bowling Green State University, Bowling Green, OH 43403, (419) 372-2362.

LUTZ, Marilyn, OCLC (Local Systems), Instruction Coordinator, 6565 Frantz Road, Dublin, OH 43017, (614) 764-6000, Ext. 6621.

1985-87:

COXE, Nancy K., Reference Librarian/BI Coordinator, Gelman Library, 2130 H Street, NW, Washington, DC 20052, (202) 676-6047.

FIELDS, Carolyn B., Reference Librarian, Library--General Reference, San Diego State University, San Diego, CA 92182-0511, (619) 265-6875.

FINEMAN, Michael, Science Reference Librarian, University of California, Irvine, Library--Reference, Irvine, CA 92713, (714) 856-6970.

SCHATZ, Cindy A., Burnham Hospital library, 407 S. Fourth Street, P. O. Box 4003, Champaign, IL 61820, (217) 337-2591.

INTERN, 1985-86:

OLSON, Cathy C., Reference Librarian, Governors State University Library, (312) 534-5000, Ext. 2323 or 2543.

BIBLIOGRAPHIC INSTRUCTION SECTION

EDUCATION FOR BIBLIOGRAPHIC INSTRUCTION (STANDING COMMITTEE), 1985-86

To explore, encourage, and foster development and expansion of the study of bibliographic instruction in library schools; to promote communication between librarians working in the area of bibliographic instruction and library schools; and to survey and report to the Executive Committee on the status of library education in bibliographic instruction.

CHAIR, 1984-86:

FATZER, Jill, Assistant Director for Main Library Public Services, Ohio State University Library, 1858 Neil Ave., Columbus, OH 43210, (614) 422-6151.

MEMBERS:

1984-86:

GUSTAFSON, Julia C., Reference Librarian, Andrews Library, College of Wooster, Wooster, OH 44691, (216) 263-2155.

LARSON, Mary Ellen, Senior Assistant Librarian, General Reference Section, E108 Pattee Library, Pennsylvania State University Libraries, University Park, PA 16802, (814) 863-2898

MELTZER, Ellen J., Associate Librarian, Moffitt Undergraduate Library, University of California, Berkeley, CA 94720, (415) 642-5070.

WITTKOPF, Barbara J., University Librarian, Department of Reference & Bibliography, 114 Library West, University of Florida Libraries, Gainesville, FL 32611, (904) 392-0361.

1985-86:

GARRETT, Paula, Librarian, Rice University, Fondren Library, Reference Department, P.O. Box 1892, Houston, TX 77251-1892, (713) 527-8101, Ext. 2279.

TALAR, Sister Anita, Reference Librarian, Seton Hall University, (201) 761-9434.

1985-87:

DONAHUE, Thomas J., Reference Department, Pullen Library, Georgia State University, Atlanta, GA 30303, (404) 658-2185.

BIBLIOGRAPHIC INSTRUCTION SECTION

EDUCATION FOR BIBLIOGRAPHIC INSTRUCTION (STANDING COMMITTEE), 1985-86

POWELL, Ronald R., Assistant Professor, University of Michigan, (313) 763-2284.

ROBINSON, Perry Anne, Reference Librarian, Cluster Undergraduate Library, University of California, San Diego, La Jolla, CA 92093, (619) 452-3065.

UYEHARA, Harry Y., Dean, Learning Resources, University of Guam, (671) 734-2482

VAN PULIS, Noelle, Systems Librarian, Ohio State University, (614) 422-6151.

INTERN:

VAN DER LAAN, Sharon, Reference Librarian, Zumberg Library, Grand Valley State College, Allendale, MI 49401, (616) 895-3719 or 895-3252.

BIBLIOGRAPHIC INSTRUCTION SECTION

MIRIAM DUDLEY BIBLIOGRAPHIC INSTRUCTION LIBRARIAN OF THE YEAR AWARD (AD HOC COMMITTEE), 1985-86

CHAIR:

MILLER, William, Acting Dean of Libraries, Dean's Office, Jerome Library, Bowling Green State University, Bowling Green, OH 43403, (419) 372-2856.

MEMBERS:

1985-86:

COLEMAN, Kathleen L., San Diego State University Library, (619) 265-5148.

MORRIS, Jacquelyn M., Associate Director of the University Libraries, I. Martin Library, University of the Pacific, 98 W. Stadium Drive, Stockton, CA 95211, (209) 946-2434.

REICHEL, Mary, Head, Reference Department, Pullen Library, Georgia State University, 100 Decatur St., S.E., Atlanta, GA 30303, (404) 658-2185.

RENFORD, Beverly L., UCSD Biomedical Library, C-075-B, University of California, San Diego, La Jolla, CA 92093, (619) 452-3255.

SOMMER, Deborah, Bibliographic Instruction Coordinator, Reference Department, Main Library, University of Georgia Libraries, Athens, GA 30602, (404) 542-8460.

STRAUSS, Diane, Reference Department, BA/SS, Davis Library 080A, University of North Carolina, Chapel Hill, NC 27514, (919) 962-1151.

INTERN, 1985-86:

FORMAN, Jack, Mesa College Library, (619) 230-6888.

BIBLIOGRAPHIC INSTRUCTION SECTION

NOMINATING, 1986 ELECTIONS (AD HOC COMMITTEE)

CHAIR:

KENNEY, Donald, Head, General Reference Department, University Libraries, Virginia Polytechnic Institute and State University, Blacksburg, VA 24061, (703) 961-5069 or 961-6170.

MEMBERS:

LARSON, Mary Ellen, Senior Assistant Librarian, General Reference Section, E110 Pattee Library, Pennsylvania State University, University Park, PA 16802, (814) 863-2898

MELTZER, Ellen, Associate Librarian, Moffitt Undergraduate Library, University of Calfiornia, Berkeley, (415) 642-5070.

BIBLIOGRAPHIC INSTRUCTION SECTION

NOMINATING, 1987 ELECTIONS (AD HOC COMMITTEE)

CHAIR:

LARSON, Mary Ellen, Senior Assistant Librarian, General Reference Section, E108 Pattee Library, Pennsylvania State University Libraries, University Park, PA 16802, (814) 863-2898.

MEMBERS:

BOISSE, Joseph A., University Librarian, University of California, Santa Barbara, CA 93106, (805) 961-3256.

KIRKENDALL, Carolyn A., Director, LOEX Clearinghouse for Library Instruction, (313) 487-0168.

BIBLIOGRAPHIC INSTRUCTION SECTION

POLICY AND PLANNING (STANDING COMMITTEE), 1985-86

To make recommendations to the Executive Committee for action and direction for the Section; to develop for consideration by the Executive Committee policy statements on the guidelines for bibliographic instruction as part of academic and research library services; to review periodically the bylaws and committee charges to ensure that they reflect the aims and activities of the Section.

CHAIR, 1984-86:

BROIDY, Ellen, Coordinator of Library Education Services, General Library, University of California, P.O. Box 19557, Irvine, CA 92714, (714) 856-5794.

MEMBERS:

1984-86:

GRASSIAN, Esther, Reference Librarian, College Library, University of California, Los Angeles, CA 90024, (213) 825-2138 or 825-1938.

STIRLING, Isabel A., Head, Science Library, University of Oregon, Eugene, OR 97403, (503) 686-3075.

TIEFEL, Virginia, Director, Library User Education, Ohio State University Libraries, 1858 Neil Ave. Mall, Columbus, OH 43210, (614) 422-6151.

1985-86:

BRANCH, Katherine, Access Librarian, Welch Medical Library, 1900 East Monument, Baltimore, MD 21205, (301) 955-3596.

1985-87:

CUBBAGE, Charlotte, Management Reference Librarian, Northwestern University Library, Evanston, IL 60201, (312) 491-2889

FARBER, Evan Ira, Librarian, Earlham College, Richmond, IN 47374, (317) 962-6561, Ext. 360.

FOLEY, Patricia H., Head--Business Library, Phillips Hall, University of Iowa, Iowa City, IA52242, (319) 353-5803.

BIBLIOGRAPHIC INSTRUCTION SECTION

POLICY AND PLANNING (STANDING COMMITTEE), 1985-86

KENNEY, Donald J., Head, General Reference Department, University Libraries, Virginia Polytechnic Institute and State University, Blacksburg, VA 24061, (703) 961-5069 or 961-6170.

OSEGUEDA, Laura, D.H. Hill Library, North Carolina State University, (919) 737-2935., Raleigh, NC 27607, (919) 834-1024.

VARCA, Susan, Head, Library Instructional Services, Arizona State University Libraries, Hayden Library, Tempe, AZ 85287, (602) 965-3518.

BIBLIOGRAPHIC INSTRUCTION SECTION

POLICY AND PLANNING--SUBCOMMITTEE ON LONG-RANGE PLANNING (AD HOC)

CHAIR:

MILLER, William, Acting Dean of Libraries, Dean's Office, Jerome Library, Bowling Green State University, Bowling Green, OH 43403, (419) 372-2856.

MEMBERS:

BRANCH, Katherine, Access Librarian, Welch Medical Library, 1900 East Monument Street, Baltimore, MD 21205, (301) 955-3596.

BROIDY, Ellen, Coordinator of Library Education Services, General Library, University of California, P.O. Box 19557, Irvine, CA 92714, (714) 856-5694.

DUSENBURY, Carolyn, Head, Reference Services, 110 Hayden Library, Arizona State University, Tempe, AZ 85287, (602) 965-5167.

HOFFMAN, Irene, CSU-LA, JFK Memorial library, 5151 State University Drive, Los Angeles, CA 90032, (213) 224-2270, 2251.

LAIDLAW, Sheila, University Librarian, University of New Brunswick, Box 7500, Fredericton, New Brunswich E3B 5H5, Canada, (506) 453-4740.

OSEGUEDA, Laura, D.H. Hill Library, North Carolina State University, (919) 737-2935.

REICHEL, Mary, Head, Reference Department, Pullen Library, Georgia State University, 100 Decatur Street S.E., Atlanta, GA 30303, (404) 658-2185

TIEFEL, Virginia, Director, Library User Education, Ohio State University Libraries, 1858 Neil Ave. Mall, Columbus, OH 43210, (614) 422-6151.

VARCA, Susan, Head, Library Instructional Services, Arizona State University Libraries, Hayden Library, Tempe, AZ 85287, (602) 965-3518.

INTERN, 1985-86:

HOFFMAN, Irene, CSU-LA, JFK Memorial library, 5151 State University Drive, Los Angeles, CA 90032, (213) 224-2270, 2251.

BIBLIOGRAPHIC INSTRUCTION SECTION

PRECONFERENCE FEASIBILITY COMMITTEE (AD HOC)

CHAIR:

REYNOLDS, Judy, San Jose State Universtiy Library, (408) 277-3903; home: 2435 Cottle Ave., San Jose, CA 95125, (408) 267-8954.

MEMBERS:

KENNEY, Donald J., Head, General Reference Department, University Libraries, Virginia Tech, Blacksburg, VA 24060, (703) 961-5069.

LUTZKER, Marilyn, Deputy Chief Librarian, John Jay College of Criminal Justice, 445 West 59 Street, New York, NY 10019, (212) 489-5168.

RANDALL, Lynn, Director of Library, The Berkeley School, (201) 278-5400, Ext. 25.

BIBLIOGRAPHIC INSTRUCTION SECTION

RESEARCH (STANDING COMMITTEE), 1985-86

To identify areas where research is needed on bibliographic instruction; to facilitate that research in any way possible; to disseminate the results of research on bibliographic instruction via programs and publications; to serve as an information source regarding bibliographic instruction research to interested groups outside the field of librarianship.

CHAIR, 1984-86:

COLLINS, John W., Graduate School of Education, Gutman Library, Harvard University, 6 Appian Way, Cambridge, MA 02138.

MEMBERS:

1984-86:

JOHNSON, Donald Clay, Head, Reader Services Division, Earl Gregg Swem Library, College of William and Mary, Williamsburg, VA 23185, (804) 253-4407.

MORTON, Bruce, Associate Librarian, Information Services/Government Documents, The Library, Carleton College, Northfield, MN 55057, (507) 663-4266.

YEE, Sandra, Coordinator, Access Services Unit, Center of Educational Resources, Eastern Michigan University, Ypsilanti, MI 48197 (313) 487-2142.

1985-86:

PASK, Judith M., Reference Librarian, Undergraduate Library, Purdue University, (317) 494-6735.

WARE, Susan, Senior Assistant Librarian, Pennsylvania State University, Delaware County Campus, Media, PA 19063, (215) 565-3300, Ext. 304.

WILSON, Betsy, Undergraduate Library, University of Illinois, 1408 W. Gregory Drive, Urbana, IL 61801, (217) 333-1031.

INTERN, 1984-85:

WILSON, Linda J., Project Manager for User Education, Virginia Polytechnic Institute & State University, (703) 961-5069.

BIBLIOGRAPHIC INSTRUCTION SECTION

TASK FORCE ON MODEL STATEMENT OF OBJECTIVES FOR ACADEMIC BIBLIOGRAPHIC INSTRUCTION (AD HOC COMMITTEE), 1985-86

CHAIR, 1984-86:

ARP, Lori, Auraria Library, Lawrence at 11th Street, Denver, CO 80204.

MEMBERS:

1984-86:

BEATON, Barbara, Assistant Reference Librarian, Memorial Library, Marquette University, 1415 W. Wisconsin Ave., Milwaukee, WI 53233, (414) 224-7599.

BOISSE, Joseph A., University Librarian, University of California, Santa Barbara, CA 93106, (805) 961-3256.

CZISNY, Julie, Education Librarian, University of Wisconsin at Milwaukee, Golda Meir Library, P.O. Box 604, Milwaukee, WI 53201, (414) 963-4074.

GINN, David S., Reference Librarian, University of Illinois at Chicago, Library of the Health Sciences, 1750 W. Polk St., Chicago, IL 60612, (312) 996-8993.

HUPP, Mary A., Coordinator of Library Science Program, Fairmont State College, Fairmont, WV 26554, (304) 367-4735.

PERSON, Roland C., Assistant Undergraduate Librarian, Southern Illinois University, Carbondale, IL 62901, (618) 453-2818.

RICE, Jan L., home: 111 Anderson, Columbia, MO 65203-2674.

1985-86:

WOODWARD, Beth S., Reference Librarian & Assistant Professor of Library Administration, 300 Library, University of Illinois, 1408 W. Gregory, Urbana, IL 61801, (217) 333-1900.

BIBLIOGRAPHIC INSTRUCTION SECTION

THINK TANK PUBLICATION/EDITORIAL ADVISORY BOARD (AD HOC COMMITTEE)

CHAIR, appointed for the life of the committee:

MELLON, Constance A., Department of Library Science, East Carolina University, Greenville, NC 27834, (919) 757-6621.

MEMBERS, appointed for the life of the committee:

KENNEY, Donald J., Head, General Reference Department, University Libraries, Virginia Polytechnic Institute, Blacksburg, VA 24061, (703) 961-5069 or 961-6170.

PASTINE, Maureen D., Director of Libraries, University Library, Washington State University, Pullman, Washington 99164-5612, (509) 335-4557.

PHIPPS, Shelley E., Science-Engineering Library, University of Arizona, Tucson, AZ 85706, (602) 626-3706.

REICHEL, Mary, Head, Reference Department, Pullen Library, Georgia State University, 100 Decatur St. S.E., Atlanta, GA 30303, (404) 658-2185.

SAJDAK, Bruce, William Allen Nielson Library, Smith College, Northampton, MA 01063, (413) 584-2700, Ext. 501.

STOFFLE, Carla J., Assistant Chancellor for Educational Services, University of Wisconsin-Parkside, Racine, WI 53140, (414) 553-2598.

ACRL/BIBLIOGRAPHIC INSTRUCTION SECTION--PROGRAMS

June 27, 1978 - Chicago
"The politics of library instruction." --Mimi Dudley, presiding.
Panelists:
Alan E. Guskin, Chancellor, Univ. of Wisconsin-Parkside
Connie R. Dunlap, Duke Univ.
Anne Roberts, State Univ. of New York, Albany
Roundtable discussion groups by type and size of institution, followed by reactor panel.

June 26, 1979 - Dallas
"Grantsmanship for bibliographic instruction" -- Sheila Laidlaw, Chair.
Speakers:
Donald Clark, College of Education, Texas A&M, "So you want a funded study?"
Hannelore Rader, "Successful proposals for successful projects"
Nancy E. Gwinn, Council on Library Resources, "Academic libraries and the educational process"

July 1, 1980 - New York City
"Learning theory in action: applications in bibliographic instruction"
Speakers:
Sharon Rogers "Theoretical designs..."
Cerise Oberman "Petals around a rose: abstract reasoning and bibliographic instruction."
Workshop following--applying learning theory.

June 28, 1981 - San Francisco
"Will bibliographic instruction survive the online age?"
Panel moderator:
Beth Shapiro
Panelists:
Brian Nielsen, Northwestern Univ., "Teacher or intermediary: alternative professional models in the information age"
Kristin McDonough, Baruch College (NY), "Teaching the fourth R: research techniques"
Nancy Fjallbrant, Chalmers Univ. of Technology, Goteberg, Sweden, "User education and the role of the academic library"

July 11, 1982 - Philadelphia
"Back to the books: BI and the theory of information sources"
Panelists:
Patrick Wilson, Library School, Univ. of Calif., Berkeley, "Pragmatic bibliography"
Fran Hopkins, "Practical applications of pragmatic bibliography"
Conrad Rawski, Library School, Case Western Reserve, "Nature of literatures: a synergetic attempt"
Tom Kirk, "Comments on nature of literature"

June 26, 1983 - Los Angeles
"The research process: implications for bibliographic instruction"
Presiding:
Carolyn Dusenbury
Speakers:
Michael Mullin, Dept. of English, U. of Illinois, "Research and research libraries"
Keith Russell, Council of Library Resources, "The information-seeking strategies of scientists: factors that influence effectiveness"
David King, Texas Medical Center Library, Houston, "BI for research and information management"

June 26, 1984 - Dallas
"Bibliographic instruction: a catalyst for change"
Moderator:
David King - Texas Medical Center Library, Houston
Speakers:
Joseph Boisse, Univ. of Calif., Santa Barbara, "New educational roles for academic libraries"
Millicent Abell, Univ. of Calif., San Diego, "Using technology as a change agent"
Charles McClure, Library School, Univ. of Oklahoma, "Planning for new educational roles in academic libraries"
Maureen Pastine--summary/reaction.

July 9, 1985 - Chicago
"Educating the Users of Online Catalogs: Administrative issues, research concerns, and practical applications" -- Thomas F. McNally, Chair
Speakers:
Brigid Welch, Univ. of Houston, "Instructional issues involved in setting up an online catalog"
Brian Nielsen, Northwestern Univ., "Research using diagnostics of the user interface, using transaction logs"
Betsy Baker, Northwestern Univ., "Broadening online catalog user education beyond the confines of a single tool"
William Miller, BIS Chair, Bowling Green Univ., "Reacting to the issues presented"

June 28-July 3, 1986 - New York City
"A Critical Look Back as we Leap into the Future"

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION CHAIRS

Sheila Laidlaw, 1978-79

Sharon Hogan, 1979-80

Sharon Rogers, 1980-81

Shelley Phipps, 1981-82

Anne Roberts, 1982-83

Maureen Pastine, 1983-84

William Miller, 1984-85

Mary Reichel, 1985-86

Betsy Baker, 1986-87

ACRL BIBLIOGRAPHIC INSTRUCTION SECTION PUBLICATIONS

Annotated Bibliography on Bibliographic Instruction: In Junior and Community Colleges (2p., $.25); For Undergraduates (3p., $.35); For Graduate Students (3p., $.35); In Schools (5p., $.60); In Public Libraries (2p., $.25). ACRL B.I. Task Force. Thomas Kirk, Box #-72A, Earlham College, Richmond, IN 47374.

Back to the Books: Bibliographic Instruction and the Theory of Information Sources (1983). Papers presented at the Bibliographic Instruction Section program at the 1982 ALA Annual Conference. Edited by Ross Atkinson. 76p. ISBN 0-8389-6587-3. $12 for ACRL members, $15 for non-members.

BI Dissertation List - A list of doctoral dissertations relating to bibliographic instruction, compiled by the ACRL Bibliographic Instruction Section's Research Committee, has appeared in the Summer and Fall 1984 issues of Research Strategies. The list is retrospective to 1929. If you are aware of a dissertation that was missed, write to John Collins, Graduate School of Education, Gutman Library, Harvard University, 6 Appian Way, Cambraidge, MA 02138.

Bibliographic Competencies for Education Students (1981). Prepared by the Education and Behavioral Sciences Section Bibliographic Instruction for Educators Committee. Provides examples of a wide range of educational bibliographic sources, and presents a basic rationale for the use of the given examples. (C&RL News, July/August 1981, in non-tabular form.) Free.

The Bibliographic Instruction Clearinghouse: A Practical Guide (1984). A guide to establishing a clearinghouse. 71p. ISBN 0-8389-6775-2. $9 for ACRL members, $12 for non-members.

Bibliographic Instruction Handbook (1979). Prepared by the ACRL Bibliographic Instruction Task Force (1971-77) and the Policy and Planning Committee of the ACRL Bibliographic Instruction Section (1977-1979). 68p. $7 for ACRL members, $10 for non-members.

Directory of Information Sources for Library Instruction. 7p. $1. ACRL BI Task Force.

Evaluating Bibliographic Instruction: A Handbook (1983). Prepared by the ACRL Bibliographic Instruction Section's Subcommittee on Evaluation. ISBN 0-8389-6608-X. $13 for ACRL members, $17 for non-members.

Guidelines for Bibliographic Instruction in Academic Libraries. (C&RL News, April 1977).

Library Instruction Clearinghouses 1984: A Directory (1984). This directory revises and updates Library Instruction Clearinghouses: A Directory 1983. This revision is by Rochelle Sager, Adelphi University. $4.50 for ACRL members, $5.50 for non-members.

Organizing and Managing a Library Instruction Program: Checklists (1979). Prepared by the ACRL Bibliographic Instruction Section's Continuing Education Committee. 32p. $3 for ACRL members, $4 for non-members.

Petals Around a Rose: Abstract Reasoning and Bibliographic Instructions (1981). Paper presented by Cerise Oberman in the Program "Learning Theory in Action: Applications in Bibliographic Instruction". Sponsored by the Bibliographic Instruction Section and the Community and Junior College Libraries Section's Instruction and Use Committee, ACRL. 23p. $4 for ACRL members, $5 for non-members.

Problems With Evaluating Library Instruction (1976). Panel discussion from the 6th Annual Conference on Library Orientation for Academic Libraries, Eastern Michigan University. Audio-cassette. 60 minutes. $6.50.

Toward Guidelines for Bibliographic Instruction in Academic Libraries. (C&RL News, May 1975). Pgs. 137-139. ACRL, BI Task Force.

BIBLIOGRAPHIC INSTRUCTION SECTION

ALPHABETICAL LISTING OF COMMITTEE MEMBERS, 1985-86

ALLEN, Nancy (Computer concerns).

ARIEL, Joan (Clearinghouse).

ARNOTT, Patricia D. (Computer Concerns; Communication).

ARP, Lori (Chair, Model Statement).

BAKER, Betsy (BIS Vice-Chair/Chair-Elect; Communication).

BARBOUR, Wendell (Clearinghouse).

BEATON, Barbara (Model Statement).

BOISSE, Joseph A. (Model Statement; Nominating--1987).

BRADIGAN, Pamela A. (Computer Concerns).

BRANCH, Katherine (Policy and Planning; Policy and Planning Subcommittee).

BRIL, Patricia L. (Chair, Communication).

BROIDY, Ellen (Chair, Policy and Planning; Policy and Planning Subcommittee).

CELONE, Barbara (Continuing Education).

CHISMAN, Janet (Computer Concerns)

COLEMAN, Kathleen L. (Secretary, BIS; Communication; Miriam Dudley Award).

COLLINS, John W. (Chair, Research).

COURTOIS, Martin (Conference Program Planning--1987).

COXE, Nancy E. (Continuing Education).

CUBBAGE, Charlotte (Conference Program Planning--1987; Policy and Planning).

CZISNY, Julie (Model Statement).

DAVIS, Louella (Conference Program Planning--1986).

DeDONATO, Ree (Computer Concerns).

DODSON, Melanie A. (Chair, Conference Program Planning--1987; Computer Concerns).

DONAHUE, Thomas J. (Education for B.I.).

DUSENBURY, Carolyn (Member-at-Large, 1984-87; Policy and Planning Subcommittee).

ENGELBRECHT, Pamela (Computer Concerns).

FARBER, Evan Ira (Policy and Planning).

FATZER, Jill (Chair, Education for B.I.).

FIELDS, Carolyn (Continuing Education).

FINEMAN, Michael (Continuing Education).

FOLEY, Patricia H. (Policy and Planning).

FORMAN, Jack (Miriam Dudley Award).

GARRETT, Paula (Education for B.I.).

GINN, David S. (Model Statement).

GRASSIAN, Esther (Policy and Planning).

GRATCH, Bonnie (Continuing Education).

GREENFIELD, Louise (Conference Program Planning--1986).

GUSTAFSON, Julia C. (Education for B.I.).

HAGLE, Claudette S. (Chair, Conference Program Planning--1986).

HAIGH, Agnes (Conference Program Planning--1986).

HAMILTON, Dennis C. (Computer Concerns).

HART, James W. (Communication).

HENSLEY, Randall B. (Communication).

HOFFMAN, Irene (Policy and Planning Subcommitteed).

HOGAN, Eddy (Computer Concerns).

HUPP, Mary A. (Model Statement).

JOHNSON, Donald Clay (Research).

KENNEY, Donald J. (Chair, Nominating--1986; Policy and Planning; Think Tank Publication/Editorial Advisory Board; Preconference Feasibility).

KING, David N. (Chair, Computer Concerns).

KIRKENDALL, Carolyn (Nominating--1987; Project LOEX).

LAIDLAW, Sheila (Policy and Planning Subcommittee).

LARSON, Mary Ellen (Chair, Nominating--1987; Education for B.I.; Nominating--1986).

LUTZ, Marilyn (Continuing Education).

LUTZKER, Marilyn (Preconference Feasibility).

MADER, Sharon (Computer Concerns).

MARGUTTI, Elizabeth (Clearinghouse).

McCARTHY, Constance (Clearinghouse).

McCULLY, Lucretia (Clearinghouse).

MELLON, Constance A. (Chair, Think Tank Publication/Editorial Advisory Board).

MELTZER, Ellen J. (Education for B.I.; Nominating--1986).

MILLER, William (BIS Past Chair; Chair, Miriam Dudley Award; Chair, Policy and Planning Subcommittee).

MORRIS, Jacquelyn M. (Miriam Dudley Award).

MORTON, Bruce (Research).

NASLUND, Cheryl T. (Computer Concerns).

O'HANLON, Nancy (Computer Concerns).

OBERMAN, Cerise (Member-at-Large, 1985-88).

OLSON, Cathy C. (Continuing Education).

OSEGUEDA, Laura (Policy and Planning Subcommittee).

PASK, Judith M. (Research).

PASTINE, Maureen D. (Think Tank Publication/Editorial Advisory Board).

PENHALE, Sara J. (Conference Program Planning--1986).

PERSON, Roland C. (Model Statement).

PHIPPS, Shelley E. (Think Tank Publication/Editorial Advisory Board).

POWELL, Ronald R. (Education for B.I.).

RANDALL, Lynn E. (Chair, Clearinghouse; Communication; Preconference Feasibility).

REICHEL, Mary (Chair, BIS; Miriam Dudley Award; Think Tank Publication/Editorial Advisory Board).

RENFORD, Beverly L. (Miriam Dudley Award).

REYNOLDS, Judy (Chair, Preconference Feasibility).

RICE, Jan L. (Model Statement).

ROBINSON, Perry Anne (Education for B.I.).

ROSE, Robert F. (Communication).

SAGER, Harvey (Conference Program Planning--1987)

SAGER, Rochelle (Communication).

SAJDAK, Bruce (Think Tank Publication/Editorial Advisory Board).

SANDORE, Beth (Conference Program Planning--1987).

SCHATZ, Cindy A. (Continuing Education).

SIBLEY, Elizabeth A. (Clearinghouse).

SOMMER, Deborah (Miriam Dudley Award).

SNAVELY, Loanne (Communication).

SNYDER, Lise (Communication).

STIRLING, Isabel A. (Policy and Planning).

STOFFLE, Carla J. (Think Tank Publication/Editorial Advisory Board).

STRAUSS, Diane (Miriam Dudley Award).

TALAR, Sister Anita (Education for B.I.).

TEGLER, Patricia (Conference Program Planning--1986).

TIEFEL, Virginia (Policy and Planning; Policy and Planning Subcommittee).

UYEHARA, Harry Y. (Education for B.I.).

VAN DER LAAN, Sharon (Education for B.I.).

VAN ORSDOL, Mary, (Clearinghouse).

VAN PULIS, Noelle, (Education for B.I.).

VARCA, Susan (Policy and Planning Subcommittee).

WARE, Susan (Research).

WERNER, Leslie (Communication).

WILLIAMS, Karen (Chair; Continuing Education).

WILSON, Betsy (Research).

WILSON, Linda J. (Research).

WINKELS, Evelyn H. (Miriam Dudley Award).

WITTKOPF, Barbara J. (Member-at-Large, 1983-86; Education for B.I.).

WOLFF, Agnes E. (Think Tank Publication/Editorial Advisory Board).

WOODWARD, Beth S. (Model Statement).

WRIGHT, Joyce C. (Conference Program Planning--1986).

YEE, Sandra (Research).

ZAPOROZHETZ, Laurene E. (Communication).

APPENDIX A

BIBLIOGRAPHIC INSTRUCTION SECTION

ACRL COMMITTEE VOLUNTEER FORM

For ACRL BIS committees, please return this form to Betsy Baker, Vice-Chair/Chair-Elect, BIS, Bibliographic Instruction Librarian, Northwestern University Library, Evanston, IL 60201.

NAME, TITLE, INSTITUTIONAL ADDRESS

PREFERRED MAILING ADDRESS

DATE OF APPLICATION _____

NUMBER OF YEARS AS MEMBER OF ALA _____ ACRL BIS _____

ACADEMIC BACKGROUND (List institutions, dates of degrees, and relevant subject areas)

PROFESSIONAL ACTIVITIES

ALA or ACRL or BIS Committee Assignments

State and Regional Committee Assignments

ALA, ACRL or BIS Offices Held

State and Regional Offices Held

Publications

Other

ACRL BIS COMMITTEE REFERENCES

RELEVANT BACKGROUND OR EXPERIENCE FOR COMMITTEE ASSIGNMENT

Can you regularly attend the ALA Midwinter and Annual conferences? YES ___ NO ___
(Members of ACRL committees are expected to attend all meetings. Failure to attend two in a row may constitute grounds for removal.)

PLEASE EXPRESS YOUR MAJOR CONCERNS FOR STRENGTHENING THE ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES AND BIS.

October 1984
Modified for BIS, December, 1984

APPENDIX B

ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
Budget Request Form -- FISCAL 1986/87

Date _____
ACRL Unit_____

Objectives for the year requiring budget support:

Specific plan to meet objectives:

Date to be completed:

Budget estimates:*

Category	ALA Ex. Code	Amount Requested
Operating Supplies	(24)	_____
Postage	(25)	_____
Travel**	(26)	_____
Telephone & Telegraph	(27)	_____
Printing & Duplicating	(28)	_____
Other (Specidy)	(29)	_____
Equipment	(64)	_____
Data Processing	(73)	_____
	TOTAL REQUESTED BY UNIT	$_____

_____
Chair/Chair-elect

* Use additional pages as required
** Travel is computed as: Transportation @ $250/trip
Per Diem @ $100

Travel funds for committee meetings at times other than the Midwinter Meeting and the Annual Conference must be included in your Budget Request, and you must justify why a meeting is needed beyond Annual and Midwinter. No funds will be provided for travel to ALA conferences.

N.B. The cost of audiovisual equipment to support ALA Annual conference programs is already included in the general ACRL budget, but a unit expecting this expense should indicate the type of equipment and type of expense here _____.

If you have budgets for several units, such as section committees, please make a separate sheet for each.

APPENDIX C

ACRL CHAPTER/COMMITTEE/SECTION

REQUEST FOR PAYMENT OR REIMBURSEMENT

Prepare original and one copy of this form (copies available from ACRL office). Attach airline stubs, hotel bills, invoices, etc. to both the original and the copy. NOTE: Prepare separate request for Honorarium (including social security number) and expenses.

CHAPTER/COMMITTEE/SECTION(COMMITTEE):_____

ITEMIZED EXPENSES:

DATE	ITEM	AMOUNT	(ACRL Office Use Only) Budget Line Charge

Make check payable to:_____

Send check to: (name and address)

APPROVED:

_____
Chapter/Committee/Section(Committee) Chairperson

Date:_____

8/31/81

APPENDIX D

CHANGE OF ADDRESS

In order for the Bibliographic Section to keep up with address changes, we are asking that two change of address forms be filed. One should go to your committee chair and the other should go to the Executive Committee BIS Chair. These individuals may be located by using the membership lists in the orientation packet. This change is for committee use only. A change of address will also have to be filed with ALA Headquarters.

1.

Change of Address

Send to: Committee Chair (see address on committee list)

Name:_____ Institution:_____

Home:_____ Work:_____

_____ _____

_____ _____

_____ _____

Telephone:___ _____ Telephone:___ _____

2.

Change of Address

Send to: Executive Committee BIS Chair (see address on Executive Committee list)

Name:_____ Institution:_____

Home:_____ Work:_____

_____ _____

_____ _____

_____ _____

Telephone:___ _____ Telephone:___ _____